

Department of Retirement Systems

JOB OPPORTUNITY

RECRUITMENT #L01013

Opens: September 26, 2001

Closes: Open until further notice

RETIREMENT SERVICES ANALYST 3 (13236)

\$2775 - \$3549 per month (Range 46)

LOCATION: The register established by this recruitment will be used to fill future vacancies as they occur in Tumwater, Washington.

DUTIES: Leads a team of Retirement System Analysts or serves as a subject matter/content expert.

Positions assigned to this class function as lead workers for a team of Retirement Services Analysts or serve as subject matter/content experts in one or more areas involving the interpretation, investigation development, application and resolution of complex retirement statute, regulation, policy or legislative issues.

HOW TO APPLY: Send a completed Washington State job application and answers to published examination questions to:

Department of Retirement Systems
Human Resources
PO Box 48380
Olympia, Washington 98504-8380

WHO MAY APPLY: This recruitment is open to anyone who meets the requirements. Note: Candidates currently on the register for recruitment # L00009 need not reapply as these registers will be merged.

REQUIREMENTS: One year of experience as a Retirement Services Analyst 2;

OR

A Bachelor's degree and two years of professional finance, auditing, accounting, management analysis, claims or tax experience in a retirement, unemployment, disability, insurance, financial, or allied program area, one year of which must have been at the senior or lead level.

Additional professional experience may be substituted, year for year, for education.

EXAMINATION PROCEDURE:

The examination is an evaluation of your experience and training. The test questions are printed below. We will mail your score to you, but we cannot tell you your ranking on the list of job applicants.

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EXPERIENCE AND TRAINING EXAMINATION

Instructions: Type or write your answers to these questions on additional sheets of paper, numbering your answers to correspond with each item listed. Place your name and social security number on each sheet of paper and attach the sheets to your completed application. Only answers that are completed per these instructions will be rated. Additional information will not be accepted after the closing date of this announcement.

1. Do you have a Bachelor's degree? If so, specify major, school, and date received.
2. Have you successfully completed college courses in accounting or finance? For each such course, list title, number of quarter or semester credits earned, school, and year completed.

FOR EACH OF THE FOLLOWING ACTIVITIES (3 – 11) FOR WHICH YOU HAVE EXPERIENCE, LIST:

- Job Title
- Employer or organization
- A description of the specific duties YOU performed relevant to the activity, including the information requested in the questions below
- Dates and number of months you performed these duties

You must provide this information for each item to receive credit.

3. Working in accounting, auditing, finance, or insurance in a professional position within the last 10 years. (Do not include experience as a bank teller or general sales experience.)
4. As a significant part of assigned job duties, resolving customer problems that other staff were unable to resolve. Give no more than three examples of problems that staff brought to you for resolution. Also specify how frequently you were called on to resolve these kinds of problems (e.g., daily, once a month).
5. As an assigned job duty, leading or supervising other employees. List the positions you have led or supervised and specify the dates and number of months you led/supervised each one.
6. In a financial or benefits-related setting, analyzing complex legal orders (e.g., dissolution, child support, attachments) and making determinations regarding eligibility, payments, or distributions. List the kinds of orders you analyzed and specify the percentage of your total job duties this activity comprised.
7. Developing and writing organizational policies, procedures, or instruction manuals. Briefly describe no more than two of your most significant examples and define your role in each. (e.g., Did you develop and write this on your own? Did you write one section of a manual? Did you serve on or lead a team that developed and wrote this?)

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8. Giving formal educational or training presentations or workshops of one or more hours in length to groups of at least four persons. (*Formal* presentations are those which are planned, scheduled, and carefully prepared using a training plan.) List up to six examples. For each example, specify topic, size and type of group, and length of the presentation or workshop.
9. Designing and developing training curricula and materials for formal training presentations or workshops of at least one hour in length. Briefly describe no more than two examples, each for a different presentation or workshop. For each example, specify what you designed and developed and if you did this from scratch (as opposed to adapting a pre-developed set of curriculum and materials).
10. Serving as a member or leader of a project team for an employer that resulted in a positive, measurable change (e.g., cost or time savings). Briefly describe up to two examples and for each, specify the team's purpose, your role, and the change that resulted. (Do not include experience you listed in your response for item #7.)
11. As an assigned responsibility, performing computer system testing for system developments or changes. Briefly describe no more than three such developments/changes that you have tested.

Keep a copy of your application and these exam responses. You may be asked about them at the time of an interview.

If you have decided to apply for this position, we would appreciate your voluntary cooperation in responding to the [Applicant Profile data sheet](#). This information will assist in ensuring equal employment opportunity and is strictly confidential, available only to authorized personnel.

The State of Washington is an equal opportunity employer. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, and disabled and Vietnam Era veterans are encouraged to apply. Persons of disability needing assistance in the application process, or those needing this job announcement in alternative format, may call the Human Resources Office at (360) 664-7065 or TTY (360) 586-5450.